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18 SEP 1979

MEMORANDUM FOR: Executive Committee Members

FROM : James H. Taylor
Comptroller

SUBJECT : Executive Committee Staff [redacted] 25X1

1. The purpose of this memorandum is to bring you up to date on the status of the Executive Committee (EXCOM) Staff and the administrative procedures that have been set up for it in our office. [redacted] 25X1

2. In putting together the Staff, we considered its secretariat role and a more substantive role as well: identifying issues, proposing ways to attack them, seeing that staff work on Executive Committee topics gets done, and tracking implementation of Executive Committee decisions. Because of the diversity of the Executive Committee's interests, we have been shooting for a team of five professionals with the broadest possible combination of experience, perspectives, and attitudes. There are now four people on the Staff:

a. [redacted] heads the Staff. He is an SPS on rotation from the DDSC. Education in electrical engineering. Six years of industry experience in information systems development. Fifteen years' experience in the Agency (data processing R&D and management). Executive Committee Staff responsibilities include Executive Committee and staff administration, information handling, R&D, and management/administrative topics. 25X1

b. [redacted] a GS-15 on rotation from NFAC. Education in physics. Five years' experience in industry (aerospace technology). Thirteen years' experience in the Agency (physics R&D, weapons and strategic intelligence). Executive Committee Staff responsibilities include critical intelligence problems, technical collection, and Community topics. 25X1

c. [redacted] GS-14. Education in political science and psychology. Eleven years' Agency experience in NFAC (Far East, Western Hemisphere, and academic liaison) and the Executive Secretariat. Executive Committee Staff responsibilities include the Committee secretariat function and organizational, personnel, and resource management topics. [redacted] 25X1

d. [] a GS-13 on rotation from the DDO.
Education in history. Eighteen years with the Agency
as a secretary, career trainee, DDO reports officer,
and operations officer (Near East and USSR). Executive
Committee Staff responsibilities include topics concerned
with foreign liaison and customer relationships, intel-
ligence data flow, critical intelligence problems, and
personnel management.

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As the Executive Committee gets into high gear, we will look for another
person to round out the Staff. []

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3. The DCI has a strong desire to get fresh perspectives and view-
points on Agency management topics, so we have been asked to bring []
[] on the Staff for one year. He is one of 25 participants from the
private sector in the President's Executive Interchange Program. He has
been with [] since 1973 where he has compiled an
outstanding record in planning, sales, and management. He has BS and
MBA degrees in finance. [] assignments will be determined after
he completes a series of orientation briefings in October, though we
are tentatively considering asking him to help develop a proposal for
an overall strategic planning mechanism for the Agency. This relates
to one of the Staff's fundamental roles, and [] industrial
experience is directly applicable. We would also like him to consult
with others in Government on their approaches to planning. []

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4. The Executive Committee Staff has responsibilities that are
quite different from traditional Comptroller functions, and we are
handling it as a separate and distinct element. Security arrangements
are a case in point. From its inception, the Committee Staff has had
separate storage facilities and a separate registry. More important,
special care is given in the handling of the sensitive material, par-
ticularly that related to the Priority Collection Programs (PCPs).
Conversely, budget materials are provided to Committee Staff members
only on a need-to-know basis. Logistics plans to provide us with better
space accommodations shortly to permit separation of the Executive
Committee Staff from the rest of the Office, and physical compartmentation
of sensitive activities within the Staff. [] attends general
staff meetings of the Office, but I meet separately and regularly with
the Committee Staff to discuss their activities. Comptroller positions
on Committee issues are developed separately from those of the Committee
Staff. Finally, the Staff deals directly with Committee members (including
the DDCI) on Committee topics whenever possible. []

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5. We plan to suggest to the DDCI that we take a look at how well
the Executive Committee is functioning at about the six months' point--
in early December. We should include in that meeting an assessment of
the staff functions and the arrangements described here. Your views,
of course, will be an important input to that review. []

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James H. Taylor

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